

**Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
February 18, 2008**

Directors present: John Harris, Cindy Combs, Louise Bourret and Glyndia Clark.

I. Call to order

Board meeting called to order at 7:00 p.m. by Mr. Harris, President.

II. Minutes

Review and adoption of the November 29, 2007 minutes: Mr. Harris made a motion to adopt the minutes of the November 29, 2007 meeting, after the minor corrections mentioned. Ms. Combs, Ms. Bourret and Ms. Clark sustain, as they were not present at the meeting. The motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret provided the Board with the applications and approvals since the last meeting. Mr. Harris asked if any member of the ACC will come to the Board meetings to present the report at future meeting. Ms. Bourret doubts any member will have time to come, but volunteered to contact the new Chairman of the ACC to get the information before each Board meeting and make the report to the Board according to ACC's information.

III. Old Business

Air-conditioning window units: Mr. Harris mentioned that the ACC had the intentions of updating the Guidelines. On that subject, he suggested that the ACC should look at the air-conditioning window units and see if they have a suggestion. Mr. Harris reminded the Board that under Section III of the Covenants, under General Rules, the Board can make this kind of modifications, but he would like to get some feed-back from the ACC first, before the Board approves such a change. Ms. Bourret mentioned she will contact the ACC and talk with the members at their next meeting.

Stop signs: Ms. Combs mentioned that the outlines for the stop lines have been marked throughout the subdivision, which indicates that the stop signs should be installed soon, probably when weather permits.

Playground lock: Ms. Combs mentioned the lock is still not back on the gate. Ms. Clark will make contact with the concerned homeowner to get the lock back in place.

Website: Ms. Harris mentioned he got from Deputy John Slate of the Sheriff's Office a document that would be nice to have on the website. On this subject, Ms. Bourret

mentioned that the Website updating was transferred from Ms. Combs to Mr. Duquette. Ms. Bourret will give the document to Mr. Duquette to be included on the website.

IV. New Business

Advertisement in newsletter and/or website: Ms. Combs advised that a Mr. Parker wrote to Armstrong Management, because he is interested in advertising in our newsletter. After a brief discussion, it was suggested that a fee of \$10 per month should be charged for advertising on our website. As far as advertisement in the newsletter, since the newsletter is now sent electronically only, a mention will be inserted at the end of the newsletter, with a link, to visit the “Advertisement Alley” on the website. All advertisements will need to be sent electronically to Armstrong Management, including any particular logo, and sent to the new Webmaster or to Ms. Bourret, as soon as Armstrong receives the fees. Ms. Combs made a motion to approve the fee of \$10 per month for advertisement. Ms. Bourret seconded, the motion was approved unanimously.

Annual Meeting follow-up:

Mr. Harris mentioned that a particular homeowner had suggested a “trash pick-up day”. Mr. Harris will contact the homeowner to see if he is still interested in organizing it. If so, the website will make mention of it.

Mr. Harris came back on a discussion from the Annual Meeting concerning playground and common areas. A brief discussion ensued on the different ideas (planting trees, gazebo, adopt-a-spot), and the maintenance they would need. Concerning the common area at Hickory Hill and Overview, VDOT should be responsible for mowing. Mr. Harris will see if our landscape company would do it, if not, he will do a follow-up with VDOT. Concerning the flat area off of Hickory Hill, a playground is definitely an option, but Mr. Harris will investigate with the County for wetlands and/or sewers before a decision can be made.

On the subject of pets (keeping pets on leash, picking up after animals, etc.), the Board is of the opinion that this subject is not something the HOA can do help with. The Board can only remind the homeowners through the website and/or newsletter to be considerate of neighbors.

The Board discussed the idea of having the Agenda of the next meeting on the website or sent electronically to the homeowners prior to a meeting, to help having more homeowners attend the meetings. Board members will submit any subject they want to have discussed at the next Board to Armstrong Management. Mr. Harris suggested that the Board decide most of these subjects at the end of each meeting to be forward to Armstrong Manangement. Armstrong Management will see that the Agenda is sent to the Webmaster or Ms. Bourret, so that the Agenda be sent via e-mails to the homeowners a week before the meeting.

V. Management Report

The Board reviewed the reports included in the Board packet from Armstrong. Mr. Harris mentioned that the lock-box money is not showing in the Balance Sheet. Ms. Combs mentioned that the Sheet we have is for FY07 and says we need the approved Budget for FY08.

Mr. Harris further commented that in the 2008 Budget, line 71 000 (Contingency) mentions the amount of \$3,300, whereas line 71130 (Capital Improvement) shows \$0, which should be the other way around. Mr. Harris made a motion to approve the change in the 2008 Budget. Ms. Combs seconded, the motion was approved unanimously.

The Board also mentioned the fact that we should get the month to month information of Calendar Year 2008 every month, at the end of the month. Mr. Harris will mention this fact to Armstrong Management.

VI. Executive Session

At 8:20 p.m. Ms. Bourret motioned to enter Executive Session to discuss the confidential reports. The motion was seconded by Mr. Harris and approved unanimously. No decisions were taken during this Executive Session.

At 9:10 p.m. Ms. Combs motioned to come out of Executive Session. The motion was seconded by Ms. Clark, and approved unanimously. The items discussed were limited to those authorized.

VII. Adjourn

The meeting was adjourned at 9:10 p.m.

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
March 27, 2008

Directors present: John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Mark Williams.

I. Call to order

Board meeting called to order at 7:05 p.m. by Mr. Harris, President.

II. Community Comments

Mr. Williams mentioned he would like to talk about walking paths and the fact that it needs some maintenance. Mr. Harris stated that the Board will discuss that point a little later in the meeting, as it is part of the Agenda.

III. Minutes

Review and adoption of the February 21, 2008: Ms. Clark made a motion to adopt the minutes of the February 21, 2008, after the corrections mentioned. Mr. Harris seconded, the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret mentioned that she did not have in hands the ACC report for the month, but that she would send it by e-mail to all members. She still provided the Board with a summary of that report, mentioning a particular house on Cameo Dr. that asked a deck on the side of the garage. Ms. Bourret also stated that she met with the ACC at their last meeting and asked their opinion on A/C window units, mentioning that the ACC was of the opinion that if approved, such units should be behind the house. She also stated that the ACC was wondering if the homeowners currently having window units should be grandfathered.

IV. Old Business

Stops signs: Mr. Harris mentioned that the stop signs should be installed within the next 30 days, weather permitting.

Common Areas: About the common areas off of Hickory Hill Dr., Mr. Harris mentioned he got maps of the area and there is a sewer line not too far, as well as a stream running through the subdivision in that area. The stream is under a RPA. Mr. Harris stated the steps and fees attached to this. There is a fee of \$150 for the application, and then there are plans to get from an engineer. Then, the County has to approve. Mr. Andrew asked if

Lot 418 was contacted about this. Mr. Harris mentioned that the HOA first needs to decide if it is something to be considered. A discussion ensued. Mr. Harris mentioned he will talk to the owners of Lot 418 to see if they have any objections to this project. Ms. Combs made a motion to move forward to the engineering plans to be submitted to the County, with a budget of up to \$500, if the homeowners of Lot 418 do not object. Mr. Andrew seconded, the motion was approved unanimously. Ms. Combs amended the motion to add the application to the County. Mr. Andrew seconded, the motion, as amended, was approved unanimously.

Concerning the common areas on Overview, Mr. Harris mentioned that the weed barrier is showing close to the playground area, so mulch is needed. He also stated that the 4 X 4 are missing, so the cars go on the soccer field and damage the grass. A discussion ensued on various options. Ms. Combs made a motion to have the Management Company get 3 estimates for the following items :

- Having 6 X 6 installed in concrete every 4 feet, starting from the middle of the hill going up;
- A chainlink fence using any of the following companies: Triple K, Precision, J & J and Dream Builders; and
- Having 10 cubic yards of pine nugget mulch delivered at the playground area, using a list that Ms. Bourret will send to the Board and the Management Company.

Ms. Bourret seconded, the motion was approved unanimously.

Adopt-A-Spot: It was mentioned that Ms. Combs had good comments at the last meeting about this, especially since a lot of people move and the spots would end up not being maintained. This idea will not be considered further.

Sign at the Common Area: Ms. Combs mentioned the sign of the Common area is still missing. Mr. Harris stated that the sign was in his possession, and that he will place the sign back, using a more permanent installation than the tie straps that were previously installed.

V. New Business

Walking Paths: Following a discussion at the Annual Meeting, Mr. Harris mentioned that he looked at the plats and found no easements for the walking paths. A discussion ensued on various ideas like marking the common areas, giving permission to homeowners to clean the paths, and other common areas suitable for walking and biking. The Board came to the conclusion that all homeowners, at their own risk, can use the common areas of the subdivision. Ms. Clark then made the motion to allow Mr. Williams to clean the walking paths (cutting branches, moving the trees that are already down, etc.). Mr. Andrew seconded, the motion was approved unanimously.

Distribution of flyers: Mr. Harris mentioned that a flyer concerning a resident of the County was recently deposited in the mailbox of all residents. He also stated that he got a few e-mails about this issue. The Board decided it would not get involved in this issue, as

it is not a HOA matter. Homeowners that have concerns about receiving flyers in their mailbox, should call either the Post Office or the Sheriff's Office.

Miscellaneous : Mr. Harris mentioned that the County & City section of the Free Lance Star of March 4th and March 8th, in the Crime Solvers area, mentioned that a homeowner on Dabney Ct. got tires and rims stolen from his car, in his driveway, and a homeowner on Hickory Hill Rd. had someone steal a GPS from his car.

VI. Management Report

CD Renewal: The Board reviewed the reports included in the Board packet from Armstrong. Mr. Harris pointed out the fact that a Certificate of Deposit expired and was renewed automatically. The Management Report mentions: "Management has provided a current CD Interest Rate Chart for the Board to compare with the renewal rate Union Bank and Trust is providing". This was not done, the Board would have preferred being advised ahead of time to be able to fully compare the interest rates and is asking the Management Company to give such information to the Board in a more timely fashion next time.

Audit Report: Mr. Harris made the comment that the accountant's letter is dated January 10, 2008, and the Board is only getting it 3 months later. He also added that the Board got the Reports the day before the meeting only, giving no time to the members to fully review it. Mr. Harris made the motion to wait until the next meeting to sign the management representation letter, giving time to all members to review the Report. The motion was seconded by Ms. Bourret, and approved unanimously.

Mr. Harris further commented that the Report provided to the Board is missing page 45, he is asking the Management Company to provide such page to the Board at it's earliest convenience.

VII. Executive Session

At 8:45 p.m. Ms. Combs motioned to enter Executive Session to discuss the confidential reports. The motion was seconded by Mr. Andrew, and approved unanimously.

At 9:10 p.m. Ms. Combs motioned to come out of Executive Session. The motion was seconded by Ms. Clark, and approved unanimously. The items discussed were limited to those authorized.

*****Confidential: All lot numbers were removed for confidentiality purposes.*****

After exiting Executive Session, the Board voted on some actions: Ms. Combs motioned, seconded by Mr. Andrew and approved unanimously to write off the bad debt for Lot xxx. Ms. Combs motioned, seconded by Ms. Bourret and approved unanimously to write off the bad debt for Lot xxx. Ms. Combs motioned, seconded by Mr. Andrew and approved unanimously to ask the Management Company for more information Lot xxx.

The Board also discussed asking the Management Company if the Lot numbers could be added to the Delinquent Report and the Violations Report.

The Board then came back to the discussion about the A/C window units and various ACC matters. It was decided that the Guidelines should be amended to mention that the A/C window units would be prohibited, and clarify the Deck/Patio part to mention that they are only approved on the back of the house.

The Board also decided the items for next month's agenda. Under "Old Business", the following items will be discussed:

- Estimates for 6 X 6 posts in concrete on the common area on Overview;
- Estimates for the fences on the common area on Overview;
- Estimates for mulch for playground in common area on Overview;
- Opinion from Lot xxx about new common area on Hickory Hill and engineering plan.

Under "New Business", the following item will be discussed:

- ACC Rules and Guidelines.

Mr. Harris also mentioned that the signs he installs every month to announce the Board meeting is the only one that is hand written. He asked if it would be appropriate to get a nice lettered sign, like the 2 others. Ms. Combs motioned, seconded by Ms. Clark and approved unanimously to ask the Management Company to order a new sign for the Board meeting.

VIII. Adjourn

The meeting was adjourned at 9:30 p.m.

**Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
April 17, 2008**

Directors present: John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Mr. & Mrs. Mugnier, Ms. McDonald, Mr. Hidalgo and Ms. Souvanna.

I. Call to order

Board meeting called to order at 7:05 p.m. by Mr. Harris, President.

II. Community Comments

Mr. Hidalgo asked for Verizon's contact and phone number to report damages to his property while installing the Fios connection. Mr. Harris mentioned it was a contracting company by the name of S & N. He asked Ms. Adams to get the phone number, because the HOA also needs to make a claim for damages at the main entrance. Ms. Adams will get the information and give it to Mr. Hidalgo and contact S&N on behalf of the HOA.

Mrs. Mugnier mentioned she is a new homeowner in the subdivision and asked about recycling programs and what the County offers. Mr. Harris explained where the closest facility is located to drop off for recycling.

Mrs. Mugnier also mentioned she saw someone take pictures of her house and was wondering if it was someone from the Board, the ACC or the Management Company. Ms. Adams mentioned she's the only one taking pictures in Timberlake, so if Mrs. Mugnier does not recognize her or her van, it's not the Management Company. Mr. Harris suggested she try to take the tag and call the Sheriff's Office next time she sees someone take pictures again.

III. Minutes

Review and adoption of the March 27, 2008: Ms. Clark made a motion to adopt the minutes of the March 27, 2008. Ms. Clark seconded, the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret distributed the report to the members of the Board and explained the latest decisions taken by the ACC.

IV. Old Business

Ideas for improvements in Common Area on Overview Drive: Ms. McDonald explained

she lives right beside the Common Area and has lived there for 10 years. She came up with ideas to improve the area. She first explained that the parking lot should be relocated to the right side, up to the basketball court, which would be kept, and the rest of the area could be changed in a park-like setting. The soccer field has rarely been used over the years and homeowners use the area for taking walks, or to bring their dog for exercise. A plan is distributed to the Board members. A discussion then ensued. The Board then asked Armstrong Management to come up with estimates for the next meeting, for both the 6x6 posts or chainlink fencing scenarios. Ms. Bourret mentioned the mulch trail around the grass area would be costly to maintain neatly and weed-free. The Board agrees that the area should be all grass. Ms. Bourret made a motion to approved the plan, as prepared by Ms. McDonald, with the exception of the mulch trail. Ms. Combs seconded, the motion was approved unanimously.

Estimates for mulch in Common Area on Overview Drive: Ms. Adams gave the estimates she got for the mulch. Pine Nuggets have to be used for playground area and only a few of the mulch companies have the nuggets. The best estimate came back at \$24.00/cu.yd., whereas the wood carpet is priced at \$40 to \$50/cu.yd.

Follow-up on new Common Area on Hickory Hill: Mr. Harris mentioned he contacted the homeowners of Lot 418 (adjacent to the new location) and they said they are in favor of having a playground area at that location. The Board then discussed what would be best in that 50x50 sq.ft. area. The Board looked at the playground equipment and decided to ask the Management Company to get estimates in order to get the most for the money we can spend. Mr. Andrew mentioned he knows someone at Dream Builders, who is also a resident of Timberlake, and that maybe he could get a good price for us. Mr. Andrew will get in touch with him, so that he can contact the Management Company. As for funds, we are probably looking at \$11,000 for playground & swing equipments, \$1,000 for bench & trashcan, \$1,000 for mulch and timbers, for a total of \$13,000. The Board would like to spend a maximum of \$12,000 for this project.

2006 Audit: Mr. Harris asked different questions to Armstrong Management, along with recommendations and their implementation. It was mentioned that there is a need to increase the Employee Dishonesty funds to \$100,000 in order to keep the Board members fully covered. A discussion ensued on this subject, at the end of which Mr. Harris made a motion to increase the Employee Dishonesty funds to \$100,000, as long as it does not increase the policy by more than \$250/year. Ms. Clark seconded, the motion was approved by a majority of 4 to 1. Ms. Bourret then made a motion to table the audit subject to the May Board meeting, in order to get clarification from Armstrong Management. Mr. Andrew seconded, the motion was approved unanimously.

V. New Business

ACC Rules & Guidelines: Ms. Bourret mentioned the changes made to the Rules & Guidelines, as discussed at the last meeting, along with some clarifications that needed to be added in the document. A discussion ensued between the members, and considering different points of view, each change got approved separately, as follows:

- Mr. Harris made a motion to approve the addition of the A/C window units, with the appropriate changes mentioned. The motion was seconded by Ms. Combs and approved unanimously;
- Ms. Combs made a motion to approve the changes made to the storage sheds item. The motion was seconded by Ms. Clark and approved unanimously;
- Ms. Bourret made a motion to approve the changes made to the decks & patios item. The motion was seconded by Ms. Clark and approved by a majority of 3 to 2.

Ms. Adams of Armstrong Management mentioned that the Rules & Guidelines should be distributed to all homeowners by mail to make sure everyone receives it, along with a flyer for the yard sale. Mr. Harris mentioned he will write a letter for the distribution, as President of the Homeowner's Association, mentioning the yard sale, the new covenants and the improvement of the common areas.

Yard Sale: Mr. Harris will put an add in the paper for the yard sale and his neighbor, Mr. Williams told him he will distribution something to the homeowners.

Board Meeting signs: Mr. Harris mentioned the Board received a suggestion from a homeowner to modify the signs to "Homeowners' Meeting" instead of "Board Meeting", in order to try to get more homeowners at the meetings. The signs are 24"x18" and priced at \$37.00 each with the company usually used by Armstrong Management. Ms. Adams will check the prices at Fast Signs and get a price. Board authorized new signs at a cost not to exceed \$200.

VI. Management Report

Mr. Harris mentioned the Board wants a new revised contract with Armstrong Management, because the existing contract is very old. Ms. Adams will ask her staff when that could be available.

Furthermore, Mr. Harris discussed adding insurance coverage for the project of the Common Area on Hickory Hill, in order to have volunteers help. Ms. Adams will get in touch with the Insurance company and get a quote, and maybe this item could be voted electronically.

VII. Executive Session

At 8:45 p.m. Ms. Combs motioned to enter Executive Session to discuss the confidential reports. The motion was seconded by Mr. Harris, and approved unanimously.

At 10:25 p.m. Ms. Bourret motioned to come out of Executive Session. The motion was seconded by Ms. Combs, and approved unanimously. The items discussed were limited to those authorized.

*****Confidential: All lot numbers were removed for confidentiality purposes.*****

After exiting Executive Session, the Board agreed on decisions concerning the various hearings. Ms. Bourret motioned to approve the following decisions. The motion was seconded by Mr. Harris and approved unanimously:

- Lot xxx will be charged \$10 for each day the PODS remains on the property or until accepted by the ACC, up to an amount of \$900;
- Lot xxx will be accorded 45 days to return her deck to natural wood color;
- Lot xxx will be charged an amount of \$50 per occurrence for the trailer;
- Lot xxx will be charged an amount of \$10 for each day of violation for the mailbox, up to an amount of \$900;
- Lot xxx will be charged an amount of \$10 for each day of violation for the broken window, up to an amount of \$900;
- Lot xxx will be charged an amount of \$50 per occurrence for the trashcan;
- Lot xxx will be charged an amount of \$10 for each day of violation for the shed behind the house, until removed or approved by the ACC, up to an amount of \$900;
- Lot xxx will be charged an amount of \$50 per occurrence for the trashcan.

VIII. Adjourn

The meeting was adjourned at 10:45 p.m.

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
May 15, 2008

Directors present: John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Mr. & Mrs. McDonald, Mr. & Mrs. Rivera, Mr. William, Mr. Tennant and Mr. DeJesus. Also present, Mr. Smith of Nationwide Insurance.

I. Call to order

Board meeting called to order at 7:05 p.m. by Mr. Harris, President.

II. Community Comments

Mr. Williams and Mr. Tennant mentioned seeing activity in the common areas off of Hickory Hill Rd. Someone has erected a “no trespassing” sign. The Board will try to gather more information on this subject and discuss it at the next meeting.

III. Minutes

Review and adoption of the minutes of April 17, 2008: Ms. Harris made a few changes. Mr. Andrew made a motion to adopt the minutes of April 17, 2008, as modified. Ms. Clark seconded, the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret made an oral report of the latest decisions taken by the ACC.

IV. Old Business

Project update on Common Area on Overview Drive: Mr. Harris explained the estimates received by the Board. Ms. Combs mentioned she made some research on cost if the Board was to do some of the work. Mr. Harris replied that the Board will have to wait and see what Mr. Smith, our insurance agent, will have to say about this later in the meeting. Mrs. Rivera explains her problem about people using her driveway and the side of her yard to get into the common areas after hours. A brief discussion ensued and some ideas to correct the situation, including bollards.

The Board asked the management company to get revised estimates for installing 6 X 6 posts in concrete every 4 feet, but leaving one area at 5 feet for the mowers, the last post being installed right at the edge of the hill. The management company will also need to get estimates to only dig the holes, should the Board decide to do the rest of the work. Ms. Combs will get quotes for the rest of the material needed, like posts, concrete, etc.

Project update on common areas on Hickory Hill: Mr. Harris mentioned that the management company is still obtaining quotes. For the play equipment, the management company will meet with Site Concepts to get quotes. The Board has already received the quotes from All Rec.

Ms. Combs talked about considering a wood structure for the play equipment to lessen the price. She will contact some places for getting prices on such equipment.

A/C Window Units: Mr. DeJesus explained his problem and his need for a window unit in one room of his house. Mr. Harris mentioned portable A/C units that could be used that do not protrude outside of the house. A discussion ensued and ideas were brought up. Mr. Harris then suggested that each Board member think about this situation and what could be done, if needed. The Board will reconvene next month on this.

2006 Audit: Mr. Harris explained the questions that the Board asked to the management company and the answers that were provided to him. Ms. Bourret made a motion to adopt the Auditors' Report and to execute the letter to be sent to the Auditors. The motion was seconded by Ms. Combs and approved unanimously.

V. New Business

No soliciting signs: Mr. Harris mentioned an e-mail he received by a homeowner who was concerned about the amount of people that are soliciting in our neighborhood, and his suggestion to add "No Soliciting" signs at all 3 entrances. Mr. Harris explained Section 18 of the Covenants about restricted sign locations. The Board discussed the subject briefly. Ms. Combs made a motion to ask the management company to contact VDOT for their permission to put a "No Soliciting" sign on their "Watch for children" signs located at each entrance, and also ask them if they require that one of their sign be used. If VDOT does not require that one of their sign be used, the management company will also get quotes for such signs. The motion was seconded by Ms. Clark and approved unanimously.

Retaining Walls: Ms. Combs explained the current rules about the retaining walls that mention 2 layers of brick. She suggested this rule be changed for 2 feet and below, for ornamental purposes, without ACC approval. She will gather more information and get back on this subject at the next meeting.

Yard Sale: An e-mail was received by a homeowner wondering if the yard sale would be rescheduled because of rain. Ms. Combs made a motion to do another yard sale this Saturday, May 17, 2008, to put an ad in the Free Lance Star. The motion was seconded by Ms. Clark and approved to a majority of 4 to 1. Ms. Combs will put the ad in the Free Lance Star and the community signs will be back up tomorrow.

Insurance: Mr. Mark Smith of Nationwide Insurance explained all pertinent information concerning having work done by volunteers Board members, including all possible

liability. The subject of the increase of dishonesty endorsement was brought up and Mr. Smith will have it adjusted according to the Board's decision.

VI. Management Report

Financials: Mr. Harris made a motion to ask Armstrong Management to e-mail the Board members with the April Financials by May 23rd. The motion was seconded by Ms. Bourret and approved unanimously.

Power Washing: Mr. Harris will contact Mark Smith of Nationwide Insurance to get names of other companies who could do the work at a lesser price. The work would be done on the brick sign, only where the lights are, but prices will be asked for vinyl also.

Advertisements on the website: Ms. Bourret explained that she spoke with Ms. Adams of Armstrong Management and was told that Armstrong does not usually take care of contacting the people who want to advertise on our website. Ms. Bourret volunteers herself to work with the people who wish to advertise.

Action Status Report: The Board discussed the information needed from Armstrong Management, as shown on page 16 of the Management Report and request the following from the management company:

- Playground: Get quotes for the trash cans and benches from at least 2 other companies, other than All Rec.
- Walking path: Was information received? What is the status?
- Financials: Any information received?
- Contract: Contract should be provided to the Board by June 19, 2008, date of the next Board meeting, at the latest.
- 9601 Norwick: The Report does not mention who was contacted concerning this, the management company will provide more on this subject, including when the Board can expect to get the information.

VII. Executive Session

At 10:10 p.m. Ms. Bourret motioned to enter Executive Session to discuss the confidential reports. The motion was seconded by Ms. Clark, and approved unanimously.

At 10:45 p.m. Ms. Bourret motioned to come out of Executive Session. The motion was seconded by Ms. Combs, and approved unanimously. The items discussed were limited to those authorized.

VIII. Adjourn

The meeting was adjourned at 10:45 p.m.

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
June 19, 2008

Directors present: John Harris, Cindy Combs, Louise Bourret, Glyndia Clark and Anthony Andrew (in part, by telephone).

Homeowners present: Mr. Hidalgo. Also present, Mr. Thompson of Spotsylvania County (in part).

I. Call to order

Board meeting called to order at 7:05 p.m. by Mr. Harris, President.

II. Community Comments

Mr. Hidalgo commented about the fact that 2 break-ins happened within 1 day of each other on the same street, North Royal Crest.

III. Minutes

Review and adoption of the minutes of May 15, 2008: Ms. Combs made a motion to adopt the minutes of May 15, 2008. Ms. Clark seconded, the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret did not have the reports with her, she told the Board they would be sent to them by e-mail the following day.

IV. Old Business

Project update on Common Area on Hickory Hill: Ms. Combs explained that she was there with Ms. Bourret when Ms. Adams of Armstrong Management met with the representative from Virginia Playground. She mentioned the fact that heavy equipment would be impossible to bring to the site, due to the drainage concrete path and it would be hard for homeowners to get to the site. Mr. Harris reminded the Board that the upper part of the subdivision is not served right now because the other playground area is too far. He also stated that he knows of 4 contractors that are used to working on sites difficult to access and would like to get a bid from them. Ms. Combs mentioned that these projects have been dragged too long already and if we wait, a decision has to be made at the next meeting. It was decided that Mr. Harris would get the bid from the 4 new contractors and the decision will be made at the next meeting.

Project update on common areas on Overview Drive: The Board members discussed the quotes received so far for the posts. Dream Builders still hasn't responded with new

quotes for 6 x 6 posts and so far he is the best quote (but it is for 4 x 4 posts). Mr. Andrew will try to communicate with Dream Builders again to get their quote. Mr. Harris will also try to communicate with J & S Fencing to see if they would come up cheaper. A decision will be made next month.

For the benches and trash can, the Board members looked at the prices available. It was noted that Virginia Playground forgot to send the quotes for these items. Ms. Adams will get the representative to send the quotes by e-mail. Ms. Bourret mentioned that the Board cannot make a decision as long as we don't know the amount that will be needed, especially since no decision was taken on the Hickory Hill site. The Board will look at the prices, once they are all received, and a decision will be made next month.

A/C Window Units: Mr. Harris reviewed the discussion from last month's meeting. A brief discussion ensued, and the Board decided no further action would be taken at this point. The guidelines would remain the same.

No soliciting signs: Ms. Adams mentioned she got quotes for \$35 per sign. The problem is, VDOT does not agree to any other sign added to their "children at play" ones. A discussion ensued to see if another location could be found for those signs, but it was finally decided that it wouldn't make a big difference if the signs are in place. Each homeowner who doesn't want soliciting can put a sign on its door. This idea will not be pursued further.

V. New Business

Request from the County for Waterline Easement: Mr. Thompson explained the reason for the County to request a Waterline easement. He also mentioned that besides the fact that it would increase the water pressure for the new school, it would also increase the water pressure in our subdivision. Ms. Combs made a motion to grant the Waterline Easement and accept the \$1,085 in exchange, and to sign the Right of Entry for the construction. Ms. Bourret seconded, and the motion was approved by the majority. Mr. Harris abstained for conflict of interest.

Retaining Walls: Ms. Combs explained she could not find the mention of retaining walls of 2 layers of brick, but she still would like to see a change, because too many people build retaining walls without ACC approval and that really should not need approval. A discussion ensued on the fact that we would have to make a mailing to all homeowners if we make another change to the guidelines. Ms. Combs made the motion to make a change on the guidelines to mention the fact that retaining walls 2 ft. or under do not require ACC approval. Mr. Harris seconded, and the motion was approved unanimously. Ms. Bourret will make the change to the ACC Rules, send it to the Board members for review, and the homeowners will be advised when we send the e-mail to all homeowners for the next meeting, and they will also be advised if applications are submitted to the ACC.

Survey Documentation: Mr. Harris mentioned he received from Mr. Andrew Sutter, a previous Board member, an old survey conducted in the Community. After brief discussion, the Board decided not to keep them.

Vinyl sheds: Mr. Harris stated he received an e-mail from a homeowner to reconsider the decision not to allow that type of sheds. The Board discussed the reasons not to allow them, color, matching with house, shingles, color trims, and especially the harmony in the neighborhood. The Board choose not to pursue the idea of a change at this point.

Safety news from USPS: Ms. Bourret was contacted by the mail carrier in the subdivision, Ms. Debbie Weathersbee, to post information and safety issues on our website. Ms. Bourret will contact Ms. Weathersbee to get her text and submit it to the Board for review before putting it on the website.

VI. Management Report

Financials: Ms. Adams from Armstrong Management mentioned the bank rates she got at the request of the Board, for the CD coming to maturity. Mr. Harris made a motion to stay with Union Bank & Trust and put \$1,000 in a new CD for a period of 3 years at 2.97%, with no penalty and to transfer the \$246.88 balance in our account under line 68100, Operating Contingency. Ms. Combs seconded, and the motion was approved unanimously.

Damage to Main Entrance: Ms. Adams mentioned she called Verizon and S&N, and no one wants to take responsibility for the damage to the main entrance while installing Fios. The Board will ask the landscaper to seed that area in the fall, during growing season.

VII. Executive Session

At 9:20 p.m. Ms. Bourret motioned to enter Executive Session to discuss the collections, covenant enforcement and conduct covenant violation hearings. The motion was seconded by Ms. Clark, and approved unanimously.

At 10:45 p.m. Ms. Bourret moved to come out of Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Combs, and approved unanimously.

*****Confidential: All lot numbers were removed for confidentiality purposes.*****
After exiting Executive Session, Mr. Harris motioned to approve the following decisions. The motion was seconded by Ms. Combs and approved unanimously:

- Lot xxx: The hearing is continued until August 21st to provide the homeowner to install the grass plugs currently on order, at which point the homeowner can come back for a status report, if he desires.

- Lot xxx: The homeowner is granted 15 days to take the numbers off the mailbox or he will be issued a one-time fine of \$10.
- Lot xxx will be charged \$50 per occurrence of the utility trailer not being screened, up to an amount of \$900.
- Lot xxx: This hearing is continued until June 26th, date of the next Executive Session of the Board. The homeowner was not present.
- Lot xxx will be charged \$10 a day for each day the siding is not cleaned, up to an amount of \$900.
- Lot xxx: The ACC approved the staining of the deck, but the work is not done. If the change is not done in the next 30 days, there will be a charge of \$10 a day up to an amount of \$900, until the work is completed.
- On Lot xxx, grass will be cut by the landscaper and the homeowner billed, as the grass is in excess of 15 inches.

VIII. Adjourn

The meeting was adjourned at 10:45 p.m.

**Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
July 17, 2008**

Directors present: John Harris, Cindy Combs, Glyndia Clark and Anthony Andrew.
Ms. Bourret was absent from the meeting.

I. Call to order

Board meeting called to order at 7:10 pm by Mr. Harris, President.

II. Community Comments

No homeowners were present at the meeting.

III. Minutes

Review and adoption of the minutes of June 19, 2008: Ms. Combs made a motion to adopt the minutes of June 19, 2008. Ms. Clark seconded and the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret being absent, no ACC report was provided to the Board members.

IV. Old Business

Project update on Common Area on Hickory Hill and Overview Drive: The Board members discussed the proposals for playground equipment on Hickory Hill. The Custom Challenger playground equipment from All Recreation of Virginia was chosen by the Board members. In addition, the Board reviewed the contractor bids for the clearing of Hickory Hill, and Mr. Andrew mentioned he will meet with a contractor the following day to ensure that no retaining wall is required so the cost of the project would not increase. The Board also discussed the possibility of going forward with the Overview project at the same time, as discussed in previous meetings. Mr. Harris made a motion to approve the purchase of the Custom Challenger playground equipment from All Recreation of Virginia and complete the Hickory Hill project as well as the Overview bollards project, as discussed in previous meetings. The motion failed on a tie of 2 to 2.

Project update on common areas on Overview Drive: The Board members reviewed the possibility of adopting only the project on Overview Dr., especially the installation of bollards. The Board reviewed the various proposal for the bollards and 20/20 Fencing came in with the better bid. Ms. Combs made a motion to ask 20/20 Fencing to install the bollards in the common areas on Overview Drive and complete the project as a whole, as discussed in previous meeting. The motion failed on a tie of 2 to 2.

Main Entrance Power washing: The Board reviewed the quotes for the power washing of the white vinyl fence and the brick sign at the main entrance. Mr. Harris made a motion to approve and ask Fresh Coat Painting, Inc. to do the work for the price of \$425, as per their quote. Ms. Clark seconded and the motion was approved unanimously.

V. New Business

Traveling Vacation Bible School: New Season UMC contacted the Board members in view of using Timberlake's Common areas on Overview Dr. on August 11, 2008, from 6 pm to 8 pm. Ms. Combs made a motion to allow New Seasons UMC to use the Common Areas, providing it furnishes proof of insurance of a minimum of \$100,000. Ms. Clark seconded and the motion was approved unanimously. The Board will ask Ms. Adams of Armstrong Management to contact New Season UMC.

VI. Management Report

Financials: Armstrong Management was not in attendance at this meeting. The Board discussed the financials and Mr. John Harris will contact Ms. Adams of Armstrong Management to request itemized bills from them.

VII. Executive Session

At 9:02 pm, Ms. Combs motioned to enter Executive Session to discuss the collections, covenant enforcement and conduct covenant violation hearings. The motion was seconded by Mr. Andrew and approved unanimously.

At 10:03 pm Ms. Combs moved to come out of Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

VIII. Adjourn

The meeting was adjourned at 10:05 pm

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
August 21, 2008

Directors present: John Harris, Cindy Combs, Louise Bourret, Glyndia Clark and Anthony Andrew.

Homeowners present: Ms. McDonald, Mr. DeJesus, Mr. Williams, Mr. Smith, Mr. Fountain, and Mr. and Mrs. Silver. Also Present: Tina Marie Adams of Armstrong Management.

I. Call to order

Board meeting called to order at 7:05 pm by Mr. Harris, President.

II. Community Comments

Mr. DeJesus mentioned his concerns with the new playground area and the accessibility and parking, as well as the authority of the Board to create new projects. Mr. Harris mentioned that everything was thought about on this project, including the fact that most residents will go by foot to the new playground, since it is for the residents of that area. There is also plenty of parking on the street. As for the accessibility, a bridge will be built over the concrete culvert. Mr. Andrew added that this playground idea was brought up by residents at the last annual meeting.

III. Minutes

Review and adoption of the minutes of July 17, 2008: Mr. Andrew made a motion to adopt the minutes of July 17, 2008, with one small correction on the name of a contractor. Ms. Clark seconded and the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret submitted a report with all the recent decisions made by the ACC.

IV. Old Business

Project update on Common Area on Hickory Hill: Mr. Harris reviewed new information on a bridge to be built over the concrete culvert. The bridge will be 5 feet wide and 10 feet long to allow wheelchairs and double strollers. The pad site remains the same, even after the last meeting Mr. Andrew had with the contractor. Ms. Combs made a breakdown of the costs for this project. Mr. Harris explained where the money could be taken and explained that sufficient funds are available, and that the HOA will still have enough to complete other projects or emergencies. Mr. Harris made a motion to approve filing the application with the County along with obtained any required engineering work, the clearing of the Hickory Hill new Common Area by Custom Lawn and

Landscaping, the purchase of the Custom Challenger playground equipment from All Recreation of Virginia, Inc. and also the purchase and installation of a bridge over the concrete culvert from Custom Lawn & Landscaping for a total cost not to exceed \$17,304.42. Ms. Clark seconded the motion and it was approved on a majority of 4 to 1 with Ms. Combs voting against it.

Project update on common areas on Overview Drive: It was mentioned that the Overview project remains the same and that bollards need to be installed. Mr. Andrew made a motion to ask 20/20 Fencing to install the bollards in the common areas on Overview Drive and complete the project as a whole, as discussed in previous meeting. The motion was seconded by Ms. Combs and approved unanimously.

A question was brought up by Ms. Combs about adding mulch as a safety matter, especially at the end of the slide. The matter was tabled until next meeting to give the Management Company enough time to get prices for adding 6 X 6 at the end of the slide and enough pine nuggets mulch to meet safety.

The benches in both common areas will wait until next month also. Hickory Hill Common Area would get 1 bench of 6 feet with back, and the Overview Common Area would get 2 benches of 6 feet each, with or without back, to be determined.

V. New Business

ACC meetings: Ms. Bourret explained that a homeowner who wanted to attend ACC meetings brought up a concern. Need arose to determine if the ACC is in fact a subcommittee of the Board of Directors or not. Ms. Combs read the Covenants. The Board asked the Management Company to contact the HOA's attorney to make that determination.

Tot Lot Safety and Residential Area Sign: Ms. Bourret mentioned that she will clean-up the spray paint that was applied to the playground equipment. Ms. Combs also mentioned that there is a wasp nest that needs to be removed. Either Mr. Andrew or Mr. Harris will take care of removing the wasp nest.

There is a need to have signs added on Route 17 to stop trucks using their air brakes, especially now that a traffic light has been added at the corner of Route 17 & Route 608. Ms. Combs made a motion to ask the Management Company to contact the Board of Supervisors and VDOT to request a sign be installed on Route 17 Southbound, before the intersection of Route 608. The sign would read as follows: "Residential Area Engine Breaking Prohibited". The motion was seconded by Ms. Bourret and approved unanimously.

House Bill 516: Ms. Adams of Armstrong Management explained the difference the new Bill makes. She mentioned that when a property is sold, Armstrong will take pictures and make a visual inspection, and then ask the Board to review. Ms. Adams also mentioned that Armstrong is providing a Seminar to all Board members on September 11, 2008 to

explain the changes. The Board decided to table the motion until after the September 11 Seminar to be able to fully understand the changes.

Community Message Board: Ms. Bourret mentioned she got 2 requests from homeowners to have a Community Message Board on the webpage or homeowners only. Mr. Harris mentioned that there is a need to have one Board member review the ad before it is placed on the website. Ms. Bourret agreed to review the ads and to post them. Ms. Bourret made a motion to have a Community Message Board installed on the website, for ads from homeowners. Ms. Clark seconded and the motion was approved unanimously.

Soccer Nets: Ms. Adams mentioned that in another subdivision, Armstrong got soccer nets for a price of \$100 for a pair. Ms. Combs made a motion to get new soccer nets for the Overview Common Area, for a price up to \$250 for a pair of 8' x 24' x 8' or 10', including shipping cost. The motion was seconded by Ms. Bourret and approved unanimously. Mr. William, a homeowner has volunteered to install the nets. The position of the goals will also be changed, by turning them 90° and putting them at the end of the field.

Sign at Common Area on Overview: The Board asked the Management Company to obtain estimates for adding a sign at the Common Area to read: "For Homeowners and Authorized Guests Only". These estimates will be reviewed at the next meeting for a possible motion.

Political Signs: Mr. Harris read the Covenants and those signs are not allowed, but he further explained that an issue could arise with the freedom of speech. The Board decided to monitor the situation for another month and asked Armstrong Management to refrain from sending violation letters for the political signs for the time being.

VI. Management Report

Financials: Armstrong Management is working on the preparation of the July financials.

VII. Executive Session

At 9:20 pm, Ms. Bourret moved to enter Executive Session to discuss the collections, covenant enforcement, conduct covenant violation hearings, and discuss contracts for legal services. The motion was seconded by Ms. Combs and approved unanimously.

At 10:05 pm Ms. Bourret moved to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Combs and approved unanimously.

*****Confidential: All lot numbers were removed for confidentiality purposes.*****
After exiting Executive Session, the Board agreed on decisions concerning the various hearings. Mr. Harris motioned to approve the following decisions. The motion was seconded by Mr. Andrew and approved unanimously:

- Lot xxx violation was corrected;
- Lot xxx will be given a 6-month period to monitor the spacing;
- Lot xxx: HOA will use self help; Techo will cut the grass and the homeowner will be billed, and there will be a \$50 per future occurrence for the grass;
- Lot xxx is given 10 days to apply to ACC and then will be charged \$10 a day until application is approved, up to an amount of \$900;
- Lot xxx: Board found no violation;
- Lot xxx: violation was corrected;
- Lot xxx: Ramp was removed. No violation;
- Lot xxx: Pergola now approved. No violation;
- Lot xxx: the hearing was continued for 30 days;
- Lot xxx is given 10 days to remove grass from gravel driveway and then will be charged \$10 a day until problem is corrected, up to an amount of \$900;
- Lot xxx violation was corrected;
- Lot xxx is given 10 days to clean the siding, then will be charged \$10 a day until it is done, up to an amount of \$900;
- Lot xxx violation was corrected;
- Lot xxx violation was corrected;
- Lot xxx is given 10 days to mow the yard, then will be charged \$10 a day until it is done, up to an amount of \$900;
- Lot xxx will be charged \$50 per occurrence for the trailer;
- Lot xxx: Techo will cut the grass and the homeowner will be billed, and there will be a \$50 per future occurrence for the grass;
- Lot xxx violation was corrected;
- Lot xxx is given 10 days to remove grass from gravel driveway and then will be charged \$10 a day until problem is corrected, up to an amount of \$900;
- Lot xxx will be charged \$50 per occurrence for the storage of basketball;
- Lot xxx: the hearing was continued for 30 days;
- Lot xxx: the hearing was continued for 30 days.

VIII. Adjourn

The meeting was adjourned at 10:10 pm

**Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
September 18, 2008**

Directors present: John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Ms. McDonald and Mr. Williams.

I. Call to order

Board meeting called to order at 7:05 pm by Mr. Harris, President.

II. Community Comments

Mr. Williams mentioned the soccer nets were installed at the playground area and told the Board that he incurred a few expenses for that matter. Ms. Combs made a motion to ask the management Company to reimburse Mr. Williams for the expenses incurred in replacing and fixing the soccer nets. The motion was seconded by Ms Clark and approved unanimously.

Ms. McDonald mentioned the fact that she will be unable to tend the gate at the playground from November 1, 2008 to January 11, 2009. This subject is on the Agenda and will be treated at that time.

III. Minutes

Review and adoption of the minutes of August 21, 2008: Mr. Andrew made a motion to adopt the minutes of August 21, 2008. Ms. Clark seconded and the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret submitted a report with all the recent decisions made by the ACC.

IV. Old Business

Project update on Common Area on Hickory Hill: Mr. Harris mentioned the engineering is done and the Management Company sent him a check to cover the County's fees. Mr. Harris will be submitting to the County as soon as possible, but informed the Board that the County has already been advised about it. Mr. Harris will keep the Board informed as soon as he receives the County's answer.

Project update on common areas on Overview Drive: Mr. Harris mentioned 20/20 has ordered the 6 x 6 for the bollards and will install them as soon as they get it, which should be within the next few weeks.

For the mulch needed at the around the playground, Mr. Harris mentioned the quotes for delivering the mulch, and also quoted the wood carpet. The Board also discussed the need to add 6 x 6 to keep the mulch from washing away with rain. It was decided that the 6 x 6 would be installed only on one side, and the other sides at a later date. Ms. Combs will take care of ordering the mulch and fixing a date for the installation. An e-mail will be sent to the homeowners asking for their help to put down the mulch. Ms. Bourret made a motion to order up to 40 cubic yards of pine nuggets from Northfleet. The motion was seconded by Ms. Clark and approved unanimously.

House Bill 516: The Board took no action.

ACC Committee: Mr. Harris commented that Mr. Levy, Legal Counsel, did confirm that the ACC is not a subcommittee of the Board, but did not reply if they were bound to the same section of the POA. Ms. Bourret mentioned that there is no need to go further with this for now, as the homeowner worked with the ACC Committee directly and is now satisfied.

V. New Business

Gate keeping: Our actual gatekeeper will be unable to do it between November 1, 2008 to January 11, 2009. Mr. Harris suggested we put this item back on next month's agenda, and a schedule will be worked then.

VI. Management Report

Financials: There is a CD that expired on September 9, 2008. Mr. Harris will e-mail the Management Company to make sure they advised Union Bank not to renew this CD, as it had been previously decided to use this money for the new playground project on Hickory Hill.

Resident Use Signs at Playground: The Board reviewed different signs for playgrounds at other subdivisions and decided on the information that should be conveyed. The posts for the signs will be installed by 20/20 and will be 5 feet high 4 x 4. Mr. Harris will call 20/20 to ask them to install 4 x 4 on each side of the gate. Ms. Combs said she would shop the signs on-line and Mr. Harris will ask the Management Company to compare the prices Ms. Combs will get with Fast Signs. The signs will be green lettering on white. Mr. Andrew made a motion to spend up to \$400 for both signs and poles. Ms. Bourret seconded and the motion was approved unanimously.

Residential Area Engine-Breaking signs: VDOT was advised that the Board requested such signs to be installed on Route 17. Ms. Adams of Armstrong will advise the Board if our request is approved.

Political Signs: The Board briefly discussed this subject and decided to put it on hold still, as not much has changed.

Littering flyers on Mailboxes: The Board received information that some homeowners are unhappy about flyers being put on mailboxes around the area, as these flyers are not always removed by the homeowners and become trash when blown up by wind. Spotsylvania County has a rule to stop the distribution of flyers that becomes trash. Homeowners could go to the Magistrate's Office to file a criminal complaint or contact the companies distributing such flyers and ask them to refrain from doing so.

Petition from Homeowner: The Board reviewed the petition, which is extremely vague. A discussion ensued between the members for the need to possibly accept such sheds. The Board decided that it will consider a modification to the ACC Rules to accept vinyl sheds, with precise conditions for such sheds to be accepted. Ms. Bourret will get with the ACC and write a new ACC Rules for the vinyl sheds. Mr. Andrew made a motion to review the ACC Rules to include vinyl sheds, with precise information to be reviewed at the next meeting. Ms. Combs seconded and the motion was approved unanimously. Mr. Harris will send an e-mail to Mr. Smith, to inform him of the decision of the Board concerning his petition.

Auditing E-Mail: The Officers of the Board have received an e-mail from the auditors. Each Officer should respond individually to the auditors.

New Elementary School: The Board is considering using the new elementary school on Route 608, Cedar Forest, for monthly meetings and the Annual Meeting. Mr. Harris will ask Ms. Adams of Armstrong Management to invite the Principal of Cedar Forest Elementary School to our next meeting to meet with him and have the homeowners meet with him, and maybe inquire about holding our meetings there, since most of the children attending that school are from our subdivision.

VII. Executive Session

At 8:35 pm, Mr. Andrew made a motion to enter Executive Session to discuss the collections, covenant enforcement, and discuss contracts. The motion was seconded by Ms. Bourret and approved unanimously.

At 9:20 pm Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Combs and approved unanimously.

After exiting Executive Session, the Board agreed on the following decisions.

- Ms. Bourret made a motion to terminate the current contract with Battlefield Management, assumed by Armstrong Management, which is too old and needs to be renegotiated, and to ask Mr. Harris to inform Armstrong Management about

this, and informing them that the Board is still willing to negotiate a new contract. The motion was seconded by Mr. Andrew and approved unanimously.

- Mr. Andrew made a motion to withhold the monthly payment to Armstrong Management until all accounts with an outstanding amount of \$160 or more be sent to our attorney for collection; and until the Board receive acknowledgement from the attorney acknowledging the receipts of accounts for collection, mentioning the particular lots who will be collected. The motion was seconded by Ms. Combs and approved unanimously.

VIII. Adjourn

The meeting was adjourned at 9:25 pm

**Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
South Woods Club House
October 16, 2008**

Directors present: John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Ms. McDonald, Mr. DeJesus, Mr. Hidalgo and Mr. Williams. Also present, Mr. Strawn, Principal of Cedar Forest Elementary School.

I. Call to order

Board meeting called to order at 7:00 pm by Mr. Harris, President.

II. Community Comments

Mr. DeJesus mentioned that 2 break-ins on North and South Royal Crest were reported to the Sheriff's Office recently. Mr. DeJesus asked what the Board knows about Summit Crossings, the new development in the area. Mr. Harris explained what is known to the Board at this point, especially about the primary settlement district.

Mr. Strawn, Principal of Cedar Forest Elementary School, explained that the School is willing to give space for the Board of Directors meetings and also for the Annual Meeting. The meetings will have to end by 9:30 pm. The dates will be given to Mr. Strawn to see if the facility is available. Mr. Strawn also mentioned that there are recycling bins at the gym parking lot for the newspaper, magazines and catalogs. Mr. Harris mentioned that there is a lot of foot traffic along the ditch on Route 608 since the school has opened, and was wondering if there was a policy for this, or if we should call the Sheriff's Office. Mr. Strawn answered that signs were posted recently and there is already less traffic, but that he will speak to the School Resource Officer about this subject. Mr. Harris also mentioned that there is a lot of light coming out from the School all night and asked if these lights can be reduced. Mr. Strawn will speak to the person in charge and see if some lights can be reduced or even cut off during the night. Ms. Combs mentioned that there is a "School Zone" sign, but no "End of School Zone". Mr. Strawn doesn't know if this is a County or VDOT matter. He will speak to maintenance about this.

III. Minutes

Review and adoption of the minutes of September 18, 2008: Ms. Combs made a motion to adopt the minutes of September 18, 2008. Mr. Andrew seconded and the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret submitted a report with all the recent decisions made by the ACC, and also mentioned that the signs for the common areas on Overview were approved.

IV. Old Business

Project update on Common Area on Hickory Hill: Mr. Harris mentioned that he got approval from all parties involved and that only the written approval from VDOT is missing. Once he gets that, the project can move forward and we are looking at late-November or early-December for the start of the project. Mr. Harris will coordinate with All Rec. Ms. Combs asked about the life-span of wood carpet. Ms. Adams answered that it is usually refreshed every 4 or 5 years. Ms. Adams will contact All Rec to make sure the Board preserves its price for the project.

Project update on common areas on Overview Drive: Mr. Harris mentioned that the bollards were all installed and that Ms. Combs installed reflectors on the ones close to the street. Ms. Bourret made a motion to reimburse Ms. Combs for the price of the reflectors. The motion was seconded by Mr. Andrew and approved unanimously. The new mulch was also installed and Ms. Combs would like to thank everyone who helped do the job. It was mentioned that the Board should consider digging a ditch all around the area, because water is running down from the top of the hill into the playground area. The Board will see what needs to be done and make a decision at a later date.

Engine braking signs on Route 17: Ms. Adams of Armstrong Management mentioned that VDOT advised that the signs requested by the Board cannot be installed as VDOT does not install engine braking signs on roads it maintains. The signs that the Board sought were on Rt. 3, in the City of Fredericksburg, which maintains its own roads. VDOT mentioned it will conduct speed monitoring in the area. Mr. DeJesus mentioned that he contacted Mr. Marshall, the County Supervisor to address the problem, and also the fact that the full lights at the corner of Route 17 and Route 608 should be flashing after hours. Mr. Harris mentioned to Mr. DeJesus that he could attend the Board of Supervisor's meeting to talk about the situation.

V. New Business

Special permission for resident: Mr. Harris mentioned that he received a special request from a resident of West Glen Dower to leave her pop-up camper in her driveway for 45 days in order to help her sell it. A discussion arose on the authority of the Board to approve such a request. Mr. Andrew made a motion to advise the homeowner to ask permission from the ACC. The motion was seconded by Mr. Harris and the motion was approved unanimously, with 1 member abstaining.

Substitute gate attendant: It is suggested that the Board members will take turns in opening and closing the gate. The gate is usually opened by 8:00 am and closed at dusk. The members will open and/or close the gate when it needs to be done. Ms. Bourret

mentioned that she has the possibility to close it almost all the time and will advise another Board members if she cannot do it at one point.

ACC Rules: Mr. Harris made a few amendments to the new ACC Rules approving the vinyl sheds. Ms. Clark made a motion to approve the new ACC Rules, as amended. Ms. Bourret seconded the motion, and it was approved by a majority of 3 to 2.

Website payment: Mrs. Combs had to pay for the website with her own credit card. Ms. Bourret made a motion to reimburse the amount of \$230.09. The motion was seconded by Mr. Andrew and approved unanimously.

Holes in ground at common area on Overview: When the old bollards were removed at the common area, the holes were not filled in. The Board will buy the dirt and fill up the holes. Mr. Andrew made a motion to buy up to \$10 of dirt to fill up the holes at the common area on Overview. Ms. Bourret seconded, and the motion was approved unanimously.

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VI. Management Report

Financials: Financials for September were submitted to the Board members. CD was deposited in the money market account. It is mentioned that Union Bank can deposit the interests of the CD every quarter into our money market account.

Ms. Adams of Armstrong Management will e-mail all the answer to the questions mentioned by the Board, concerning the financial analysis.

VII. Executive Session

At 8:55 pm, Ms. Bourret made a motion to enter Executive Session to discuss the collections and covenant enforcement. The motion was seconded by Ms. Clark and approved unanimously.

At 9:10 pm Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Bourret and approved unanimously.

After exiting Executive Session, the Board reviewed and discussed the 2009 Draft Budget. A discussion arose between the members about applying either a 2% or 5% increase (only a \$6.00/year difference). Ms. Combs made a motion to approve an increase of almost 5% on the Budget (fees to be raised to \$136.00/year). Ms. Bourret seconded and the motion was approved unanimously.

*****Confidential: All lot numbers were removed for confidentiality purposes.*****

The Board also agreed on decisions concerning the various hearings. Ms. Combs motioned to approve the following decisions. The motion was seconded by Mr. Andrew and approved unanimously:

- Lot xxx violation was corrected, however, there will be a \$50 fee per future occurrence;
- Lot xxx will be charged \$10 a day until the problem is corrected, up to an amount of \$900;
- Lot xxx: violation was corrected;
- Lot xxx violation was corrected, however, there will be be \$50 fee per future occurrence.

At 10:10 pm, Ms. Combs made a motion to enter Executive Session to discuss contracts. The motion was seconded by Mr. Andrew and approved unanimously.

At 10:55 pm Mr. Harris made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Combs and approved unanimously.

VIII. Adjourn

The meeting was adjourned at 10:55 pm

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
Cedar Forest Elementary School
November 20, 2008

Directors present: John Harris, Cindy Combs, Louise Bourret (in part), Anthony Andrew (in part) and Glyndia Clark.

Homeowners present: Ms. Billings and Mr. Williams. Also present, Ms. Fernet and Ms. Breen from Landmarc Real Estate.

I. Call to order

Board meeting called to order at 7:00 pm by Mr. Harris, President.

II. Community Comments

Ms. Billings asked if the Board had the intention of increasing the annual fees and explained her situation. Mr. Harris explained that the Board was considering a maximum increase of \$6.50/year, and that the increase would be for improvements to the common areas and the Management contract's fees.

III. Minutes

Review and adoption of the minutes of October 16, 2008: Ms. Clark made a motion to adopt the minutes of October 16, 2008. Ms. Combs seconded and the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret submitted a report with all the recent decisions made by the ACC.

IV. Old Business

2009 Budget Discussion: Dues of \$136 per home will be charged next year. This amount will be mostly going towards capital improvement. The Board decided to leave the 2009 Budget as approved last meeting, without any changes.

Project update on Common Area on Overview: Reflectors were added on the gate, which makes a big difference in visibility. Signs on each side of the gate were received and will be installed this week-end. The smaller signs on the bollards up the hill were installed a few weeks ago already. Mr. Williams mentioned that the Basketball rim is broken. He offered to buy the material and make the repair himself. The Board agreed and asked him to bring his receipt when the work is done, so he could be reimbursed.

Project update on common areas on Hickory Hill: Mr. Harris mentioned that the clearing of the area should take place sometime during the first part of December. All Rec equipment is custom made, so the delivery date will be the 2nd or 3rd week of January. The bridge over the culvert will be installed after the equipment is installed, to make room for its delivery and installation.

2007 Audit Discussion: After discussion, Ms. Combs made a motion to approve the audit and the representation letter combined, as submitted to the Board. The motion was seconded by Ms. Bourret and approved unanimously.

V. New Business

Annual Meeting Preparation: The Annual Meeting will be held January 22, 2009 at 7:00 pm, at Cedar Forest Elementary School in the cafeteria. Ms. Combs suggested that Mr. Marshall, our Supervisor, be our speaker this year. Some of the topics to be discussed with Mr. Marshall would be: budget cut, Summit Crossing, traffic on Route 17, Massaponax Church Rd. improvement, hospital project/area. Mr. Harris will ask the Management Company to write a letter inviting Mr. Marshall and listing the proposed topics.

The mailing for the Annual Meeting should also include dues, proxy, nominations for Board, new ACC Rules, and also ask homeowners to submit their e-mail address on-line.

Ms. Bourret will ask the current ACC members if there are any vacancies coming up, so we can advise the homeowners accordingly.

Ms. Combs made a motion to buy a \$50 gift card at Lowes to be won by a homeowner present at the Annual Meeting. The motion was seconded by Ms. Bourret and approved unanimously.

Review of reserve Study (2009): The Board reviewed each item listed on the Schedule and made the following changes:

- Play Equipment on Overview should be increased to \$20,000 in light of the cost of the new equipment which has been ordered for Hickory Hill.
- Soccer Goals will remain the same.
- Benches will remain the same.
- 4 x 4 posts are now 6 x 6 posts that should last at least 12 years; the replacement cost should be increased to \$3,500.
- Basketball Court will remain the same.
- Entrance Wall will remain the same.
- Fencing (at main entrance) will remain the same.

VI. Management Report

Financial Report: Financials for October were submitted to the Board members. The Handyman's bill discussion will be moved to the December meeting in order to have the Management Company present.

VII. Executive Session

At 7:45 pm, Ms. Bourret made a motion to enter Executive Session to discuss Confidential Reports, collections, contracts and miscellaneous items. The motion was seconded by Ms. Clark and approved unanimously.

At 8:30 pm Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

After exiting Executive Session, the Board made the following decision:

- Ms. Clark made a motion to enter into a contract with Landmarc Real Estate to provide Management Services for eighteen months commencing on January 1, 2009. The motion was seconded by Mr. Andrew and approved unanimously.

At 8:58 pm, Mr. Andrew made a motion to enter Executive Session to discuss Confidential Reports, collections, contracts and miscellaneous items. The motion was seconded by Ms. Clark and approved unanimously.

At 9:05 pm Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

Mr. Andrew made a motion to reimburse Ms. Bourret and Ms. Combs for the graffiti remover and the gate reflectors. The motion was seconded by Mr. Harris and approved unanimously.

The mailing for the Annual Meeting, Letter to Mr. Marshall, and Annual Assessments will be done by Landmarc Real Estate as part of the Transition.

VIII. Adjourn

The meeting was adjourned at 9:10 pm.

Timberlake - Spotsylvania Homeowners Association
Board of Directors Meeting
Cedar Forest Elementary School
December 18, 2008

Directors present: John Harris, Cindy Combs, Louise Bourret, Anthony Andrew and Glyndia Clark.

Homeowners present: Ms. Billings and Mr. McLaughlin. Also present Ms. Tina-Marie Adams from Armstrong Management, as well as Ms. Fernet and Ms. Breen from Landmarc Real Estate.

I. Call to order

Board meeting called to order at 7:05 pm by Mr. Harris, President.

II. Community Comments

Ms. Billings noticed that the Board had changed the Management Company and wanted to know how the new Management Company would be with answering questions from homeowners. Mr. Andrew mentioned that Landmarc Real Estate was very open to talking to homeowners.

Ms. Billings also mentioned that she is working for a new Bank and would like to find a way to advertise her Bank at the Annual Meeting, either by giving refreshments or snacks. The Board answered that Landmarc Real Estate will be providing refreshments, but that she could certainly bring snacks to advertise her employer.

III. Minutes

Review and adoption of the minutes of November 20, 2008: Mr. Andrew made a motion to adopt the minutes of November 20, 2008. Ms. Combs seconded and the motion was approved unanimously.

Architectural Control Committee (ACC) Report: Ms. Bourret submitted a report with the recent decisions made by the ACC.

IV. Old Business

Handyman Services: Mr. Harris mentioned that this item was continued from the November meeting, because the Board had questions for the Management Company, who was not scheduled to attend the last meeting. Ms. Adams explained the items and work provided by the Handyman in July 2008. A discussion ensued on the necessity of those items, considering the fact that the Board is open to doing work itself, as well as spending the whole Budget for Handyman services in one single bill. Mr. Harris also explained that the Board should have been asked for approval. Ms. Adams will ask Ms. Manch of

Armstrong Management to have some items removed from the Bill and will e-mail the Board back with the charges that will have to be paid.

Annual Meeting Preparation: The Annual Meeting will be held on January 22, 2009, at Cedar Forest Elementary School, in the cafeteria. Ms. Breen of Landmarc Real Estate explained that she contacted Mr. Marshall about attending the Annual Meeting, with the items mentioned at the last meeting. Mr. Marshall will be attending, as well as a representative from the new Hospital, a representative from Tircord and a representative from VDOT.

Ms. Bourret explained that she contacted the ACC members to see if there was a necessity to advertise any seats available on the ACC. She mentioned that one member is ready to leave the ACC for personal reasons and that another position might become available during the next year. Landmarc will advertise that volunteers are needed to serve on the ACC Committee

Project update on common area on Hickory Hill: Mr. Harris mentioned that he contacted All Rec and Custom Lawn & Landscaping, advising them the Board would like the Common area project to be completed before the Annual Meeting. All Rec told him they would be ready to install by December 29th. Custom Lawn & Landscaping assured Mr. Harris that the area would be cleared by that date also. Mr. Andrew mentioned that the clearing is considerably less work during the winter months and was asking if there would be a change in cost.

V. New Business

2008 & 2009 Audit Proposal: Goldkland, Cavanaugh & Associates sent a proposal letter for audit services. Ms. Adams explained that the proposal is the same as the previous year. Ms. Fennett of Landmarc mentioned that they are using Daly Hamad & Associates and that they are slightly cheaper (around \$250 savings). A discussion ensued and Ms. Bourret made a motion to change to Daly Hamed & Associates as Auditors of the HOA. Ms. Combs seconded and the motion was approved unanimously.

Exterior Lighting at Cedar Forest Elementary School: Ms. Combs mentioned that some homeowners complained about the all night lighting in the school's parking lot. Ms. Combs made a motion to have Landmarc Real Estate contact the County Zoning Department to determine whether the exterior lighting at Cedar Forest Elementary School is in compliance with the County Zoning Ordinance and the Special Use Permit conditions for the school. Ms. Clark seconded and the motion was approved unanimously.

VI. Management Report

Ms. Adams mentioned that the net surplus is over \$18,000, but that some disbursements are forthcoming, like transfers to reserves.

State of Transition from Armstrong to Landmarc: Ms. Fernet of Landmarc reported the status of the transition to date. Landmarc had requested Armstrong provide \$5,000 of start-up funds and only got \$1,000. Mr. Harris made a motion to ask Tina-Marie Adams to coordinate with Susan Manch that a check of \$4,000 be sent before December 25, 2008 to Landmarc to complete start-up fees necessary for the transition. Ms. Combs seconded, and the motion was approved unanimously.

ACC Approval Sheets from Landmarc: Mr. Breen gave the Board the sheets they usually use for ACC Requests and Approvals. The Board tabled this matter until the February Meeting.

2009 HOA Meeting Schedule: Ms. Combs mentioned that the dates were only requested until June, so Landmarc will have to contact the School to request the other dates. Ms. Combs made a motion to approve the 2009 HOA Meeting Schedule. Ms. Bourret seconded and the motion was approved unanimously.

Review of 2009 Budget: Mr. Harris explained to Landmarc which funds were affected for the completion of both common areas. He also mentioned that no SWMP Maintenance is necessary, as the HOA does not have a storm water management pond. Ms. Fernet will make the appropriate changes.

Date of Annual Meeting: Landmarc mentioned that according to the Covenants of the HOA, the Annual Meeting should be held in June instead of January. The Board requested Landmarc to make the necessary research to see if it was changed somewhere, because the Annual Meetings have been held in January since the beginning.

VII. Executive Session

At 8:20 pm, Ms. Combs made a motion to enter Executive Session to discuss Confidential Reports, collections, violations, Homeowner Waiver Request and other miscellaneous items. The motion was seconded by Ms. Bourret and approved unanimously.

At 9:20 pm Mr. Andrew made a motion to exit Executive Session and certify that the only items discussed were limited to those authorized. The motion was seconded by Ms. Clark and approved unanimously.

*****Confidential: All lot numbers were removed for confidentiality purposes.*****
After exiting Executive Session, Ms. Combs made a motion as follows; Mr. Harris seconded and the motion was approved unanimously:

- Lot xxx has 10 days to apply, then will be charged \$10 a day, up to an amount of \$900;
- Lot xxx has 30 days to comply, then will be charged \$10 a day, up to an amount of \$900;
- Lot xxx has complied;

- Lot xxx has complied;
- Lot xxx has 30 days to comply to the original ACC approval, then will be charged \$10 a day, up to \$900;
- Lot xxx has complied;
- Lot xxx will be charged \$50 per future violation;
- Lot xxx the HOA will have the grass cut by the Maintenance Company with the bill sent to the homeowner and a \$50 will be charged per future violation;
- Lot xxx has complied;
- Lot xxx will be charged \$10 a day up to an amount of \$900.

Mr. Andrew made a motion to accept the payment plans for the 2 lots discussed in Executive Session. Mr. Harris seconded and the motion was approved unanimously.

Ms. Combs made a motion to charge Lot xxx for \$225 (25% of \$900 violation), plus the \$190 for the 2008 annual assessment and the late fees, for a total of \$415, payable by December 31, 2008, or no discount would be allowed. Mr. Harris seconded and the motion was approved unanimously.

VIII. Adjourn

The meeting was adjourned at 9:25 pm.